

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3230      **TITLE:** DAY CARE CENTER SUPERVISOR      **GRADE:** S-20

**DEFINITION:**

Under direction, to be responsible for the administration and operations of either a large day care center with at least two distinctly separate programs, located in different spatial areas, or a child development center for the physically and mentally handicapped; and to do related work as required.

**TYPICAL TASKS:**

Oversees the daily on-site administration and operations of the center; develops systems to safeguard the health and safety of all children at the site;  
Develops and coordinates a program of appropriate experiences for school-age children, or children with special needs;  
Interviews, selects, and evaluates center staff;  
Directs a continuous public relations program;  
Plans and presents on-going staff development for center and other School-Age Child Care (S.A.C.C.) staff;  
Provides center's administrative functions, to include payroll, personnel, and record keeping;  
Participates in the individual and group teaching of children;  
Confers with and advises parents of the behavior of children;  
Determines and coordinates use of facilities and equipment;  
Oversees the room arrangement developed for both rooms to facilitate a variety of activities;  
Surveys needs and interests of children;  
Serves as primary liaison with school and S.A.C.C. administrative staff;  
Plans nutritious daily snacks and arranges for procurement and/or delivery of food;  
Writes, coordinates and distributes Center newsletter and calendar of activities to parents;  
Prepares regular and special reports.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of individual behavior and the growth and development of children, and the impact of group relationships;  
Considerable knowledge of health, safety and first aid methods, and the ability to assume administrative responsibility for the assigned center's overall health and safety program;  
Knowledge of the factors which cause problems in children;  
Knowledge of learning assets and liabilities;  
Knowledge of social work methods;  
Ability to plan nutritious snacks;  
Ability to establish warm and supportive relationships with children, on a group and individual basis, gaining their confidence and trust and imparting a sense of security;  
Ability to provide a wide variety of stimulating experiences for children to meet their individual intellectual and emotional needs;

Ability to recognize problems of both a physical and psychological nature as exhibited by children;

Ability to organize and plan the activities of subordinate day care personnel;

Ability to develop and maintain a working relationship with parents, staff, school officials and the public;

Ability to prepare, present and maintain reports.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a bachelor's degree in Social Work, Early Childhood Education or a closely related field, supplemented by related graduate courses; plus two years of experience working with preschool-age children.

REVISED: August 6, 1984

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